

**Lamar University – M.Ed. in Educational Technology Leadership**

**Field-based Activities Monthly Report: Log**

**Instructions:** Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month’s hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

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| **Date: \_\_\_March 2012\_\_\_\_\_\_\_ Total Internship hours at the start of the month:** | | | **1427.8** |
| **Week** | **Functions** | **Description** | **Hrs** |
| **1** | **Week’s Activities** | **Notified phone companies of bid results; made arrangements for two tying company’s to conduct a final walk through next week and update original bids by the end of next week. Assisted HR with W-2 webfile process. Completed additional phone system research. Verified with Region center that we cannot file 471 until DIR/ATT return signed contracts.** | **8**  **18** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | Opened and discussed telephone system bids. Two bids very close, decided to have the companies do another walkthrough with updated bids early next week. |
| **2** | **Week’s Activities** | Molly STAAR Alt configuration double check. Met with both phone vendors for follow-up. Issue of separate signed Master ATT contract, if we have TEXAN 2000 and their contract. Verified not needed. | **40** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | **Discussed 471/470 DIR date issue with Superintendent determined we should utilize our own for the 471. Discussed pros and cons of company’s with tying bids. Mrs. Blocker wants final copies of all CIMP and DIMP plans. Contacted Bob T-1 price for Net 3 Port. Twila – difficulty locating time sheet spread sheet files.** |
| **3** | **Week’s Activities** | Final verification of all paperwork for 471 application; ERATE 471 Application Completed, submitted, certified by Mrs. Bettin, Final updates to attachment 21’s, submitted. No school last two days of the week. | **1.5**  **24**  **T.19.5** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | A lot going on with final ERATE document preparation, no discussions with Mentor, except to verify she certified ERATE 471 application. |
| **4** | **Week’s Activities** | Internet access issues. Worked with Firewall and ISP to troubleshoot. The issues are not going away. GVEC came and revised local configurations on their equipment; had me turn off internal AP’s just in case they were interfering with incoming wireless signal. | **34** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | Discussed Internet issues, status of Tower Contract renegotiation and she want the Baseball, softball, and track schedules (which the coaches had not given me) posted. |
| **5** | **Week’s Activities** | Mornings, monitor hallways during assessments. Setup May TELPAS TESTING Online. In the afternoon. Kotara and Kowalik weird gradebook issues, only resolution seems to be to use Firefox instead of IE9.0. March 30- Internet down. FVEC said it was a paperwork issue; Tower contract had been signed, contact utilities to verify no pipelines or wires in fiber line pathway.. FELPS, WATER, & GAS. FELPS cleared before the end of the day. Discussed setting up a sales account on Amazon to sale surplus ink and printer supplies for printer no longer in use. | **26** |
| **Standard/Indicator** |  |
| **Communication with Mentor** | My assignment as Hall Monitor for the week during on campus TAKS/STAAR assessments. |
| **Hours worked this month:** | | | **162** |
| **Total Internship hours to date including this month:** | | | **1589.8** |